

APPLICATION TO CHANGE A NAME or ADD A DBA ON A CONTRACTOR LICENSE

Utah Division of Occupational and Professional Licensing
160 East 300 South, P. O. Box 146741
Salt Lake City, Utah 84114-6741
Telephone: (801) 530-6628
FAX: (801) 530-6511

Instructions: We often find that an application to change a name is in fact an attempt to transfer a license to a different person or entity, who/which is required to apply for a new license. Licenses are **not** transferable between persons or entities. (See Utah Administrative Code § R156-55a-311). An application for name change will be denied if the new name is actually a different person or entity than to whom the license was originally granted. An application for a DBA will be denied if the DBA is owned by a different person or entity than to whom the license was originally granted. Please carefully read the requirements listed.

**Name Currently
Listed on License:**

License Number:

☐ The above named licensee is a Sole Proprietor and I am requesting a name change on my license. (*Verify that you have met the following requirement.*)

Individual's New Legal Name:

☐ I have legally changed my name and I have attached court documents or a marriage certificate verifying the name change.

☐ The above named licensee is an Entity registered with the Utah Division of Corporations, and we are requesting a name change. (*Verify that you have met **one** of the following requirements.*)

New Business Entity Legal Name:

O
R

☐ We have attached a copy of the Articles of Amendment filed with the Utah Division of Corporations which verifies the name change.

☐ We have attached a copy of the Articles of Conversion filed with the Utah Division of Corporations which verifies the name change and conversion of the form of entity registered.

☐ We are requesting that a DBA name be added to our licensing records. (*Verify that you have met **both** of the following requirements.*)

New DBA Name:

A
N
D

☐ We have provided a copy of the DBA Registration filed with the Utah Division of Corporations;

☐ We have verified that the owner(s) of the DBA named on the DBA Registration is the contractor to which the license was originally issued. (*If a different Business entity or person owns the DBA than the original contractor licensee, a new contractor application is required.*)

I hereby verify that the request for name change is in fact a change of name only and not a new entity.

I hereby verify that the foregoing statements and information is true and correct. (*Filing a false or fraudulent statement is grounds for license denial, suspension or revocation.*)

Licensee's Signature

_____/_____/_____
Date of Signature